

## **ATTENTION APPLICANT PLEASE READ BEFORE PROCEEDING**

1. There is not guarantee of a job offer or job interview in completing an application with JH Staffing Services. Your application form will be considered with others who have submitted applications and decisions about interviews will be based on this comparison.
2. JH Staffing Service's application form must be completely filled out in order for it to be considered for employment.
3. If the information provided on our application cannot be satisfactorily verified, the applicant could be rejected for employment.
4. Applications are filed according to job title. Be as specific a possible in stating the job for which you're applying for. "ANY" position is not an acceptable response on our application blank.
5. Due to the large number of applications we receive and the competitive nature of our employment process, specific reasons for employment decisions will not be released. Any and all inquiries should be directed to your Recruiter at 412-788-1174.
6. In completing our application form, you acknowledge that employment with JH Staffing Services may subject you to the following checks:
  - Employment Reference Checks
  - Criminal Record Check
  - Pennsylvania Child Abuse History Clearance
  - Drug and/or Alcohol Testing

MY SIGNATURE BELOW VERIFIES THAT I HAVE READ AND UNDERSTAND THE CONDITIONS SET FOURTH ABOVE.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\*This form must be attached and turned in with the application\*



**EMPLOYMENT APPLICATION**

Thank you for taking the time to complete our employment application. Please fill out the application form below as completely as possible. This application will take approximately 15 minutes to complete. We consider applicants for all positions without discrimination on the basis of age, race, creed, color, religion, national origin, sex, disability, veteran status, marital status, medical condition, ancestry, sexual orientation or any other protected status in accordance with applicable federal, state and local laws. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment of basis prohibited by law. Please complete the application using both upper and lower case letters.

**PERSONAL INFORMATION**

\_\_\_\_\_  
First Name Middle Name Last Name

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Other Phone/Cell Phone

\_\_\_\_\_  
Email Address

PREVIOUS ADDRESS:

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Home Phone

JH requires that applicants be at least 18 years of age.  
Do you meet this requirement **and** do you have the legal right to work in the United States? *Circle one.* YES or NO

Have you ever been convicted of a crime outside of a minor traffic offense or are you currently serving probation, pretrial diversion, or deferred adjudication, or are there any charges pending against you? (These terms basically define pending adjudication.) You are not obligated to disclose sealed or expunged records of conviction or arrest. Disclosure of a criminal record or pending charges will not necessarily disqualify you for employment consideration. Each offense will be evaluated on its own with respect to time, circumstances, seriousness, and relationship to the job, which you are applying. **Yes or No**

If yes please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. This company will not deny employment to any applicant solely because the person has been convicted of a crime. The company however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.:

Have you ever applied for employment with JH in the past?

YES

NO

Do you have any relatives and/or friends working for us? If so, please provide their names:

**AVAILABILITY**

Which of the following are you willing to consider:

Temporary?	Yes
Full-Time?	Yes
Contract?	Yes

Please circle those which apply.

No
No
No

When are you available to Start? (month/date/year)

\_\_\_\_\_

What hours are you available?

\_\_\_\_\_

How many hours are you willing to work in a week?

\_\_\_\_\_

Are you willing to work overtime?

Yes

No

What is the minimum pay you desire? (hourly or annual)

\_\_\_\_\_

How much notice will you require if offered a position?

\_\_\_\_\_

How many miles are you willing to travel to a position?

\_\_\_\_\_

Position Desired?

\_\_\_\_\_

**EDUCATION**

Enter Most Recent- Do not enter start and end date if the most recent is high school

Name of School

\_\_\_\_\_

Type of School

\_\_\_\_\_

Street Address

\_\_\_\_\_

City, State and Zip Code

\_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Degree: \_\_\_\_\_

Major Study area: \_\_\_\_\_

Other Study areas: \_\_\_\_\_

**RECENT EMPLOYMENT**

List Most Recent First

Company Name: \_\_\_\_\_

\_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title/ Job Duties: \_\_\_\_\_

\_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

May we contact this employer for a reference check? YES NO

Reason for Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title/ Job Duties: \_\_\_\_\_

\_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

May we contact this employer for a reference check? YES NO

Reason for Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title/ Job Duties: \_\_\_\_\_

\_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

May we contact this employer for a reference check? YES NO

Reason for Leaving:

**MILITARY**

Did you serve in the U.S. Armed Forces? YES NO

If, Yes, in what branch? \_\_\_\_\_

Describe any training received relevant to the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

Please provide three professional references:

Name \_\_\_\_\_

Company/Job Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name \_\_\_\_\_

Company/ Job Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name \_\_\_\_\_

Company/Job Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

**JOB SKILLS**

Which of the following skills are you most proficient, have at least six (6) months of recent experience and desire to use on the job? Check those which apply:

**Administrative, Clerical and Customer Service**

Admin/Executive Assistant \_\_\_\_\_

Data Entry (include word per minute) \_\_\_\_\_

Numeric Entry (char./min) \_\_\_\_\_

Customer Service \_\_\_\_\_

Other \_\_\_\_\_

**Accounting**

Automated Accounting \_\_\_\_\_

Manual Accounting \_\_\_\_\_

Accounts Payable \_\_\_\_\_

Accounts Receivable \_\_\_\_\_

Collections \_\_\_\_\_

Other \_\_\_\_\_

Accounting Software used: \_\_\_\_\_



Adobe	_____
Corel Wordperfect	_____
FoxPro	_____
Goldmine	_____
Harvard Graphics	_____
Lotus	_____
Microsoft Access	_____
Microsoft Excel	_____
Microsoft Outlook	_____
Microsoft Powerpoint	_____
Microsoft Publisher	_____
Microsoft Word	_____
Oracle	_____

**Languages (speak, read or write)**

**I hereby certify that all of the facts and information listed on this employment application are true and complete. I understand that any false, incomplete, omitted or misleading information given by me on this application is sufficient cause for rejection of this application or may result in a discharge if subsequently employed.**

I hereby authorize JH Technical Services, Inc. to investigate all statements contained in this application and to investigate the references and previous employers listed in this application. I authorize the references and previous employers listed to give JH all facts, opinions, and evaluations concerning my previous employment and any other information they may have and release all such parties from any liability for which may allegedly arise from furnishing such information to JH, including, but not limited to liability for defamation or invasion of privacy.

I understand that submission of this for does not guarantee employment or an interview and does not replace the hiring process.

*Please take a moment to review your application. Indicate that you have read the above statement by signing below.*

---

Signature

Date